

**From:** [Kudla, Courtney](#)  
**To:** [Mason, Steve](#)  
**Subject:** FW: HQ MA for the FEMA ESF-10 desk  
**Date:** Friday, September 1, 2017 10:55:15 AM  
**Attachments:** [MA4332DRTX2.pdf](#)

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Steve,  
This looks to be one of HQs EOC MAs. Is that correct?  
Thanks,  
Courtney

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Courtney Kudla  
Regional Planner and FTE Coordinator  
Management Division  
Region 6 - Dallas, TX

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**From:** Keene, Jennifer  
**Sent:** Friday, September 01, 2017 10:49 AM  
**To:** Humes, Hamilton ; Guarneiri, Lisa ; Wilbur, Jennifer ; Kudla, Courtney  
**Cc:** EOC Finance  
**Subject:** RE: HQ MA for the FEMA ESF-10 desk  
I will still need a screenshot of the RF which was entered for this Mission Assignment.

Thanks,  
**Jennifer Keene**  
**Accountant**  
**Cincinnati Finance Center**  
**U.S. Environmental Protection Agency**  
**513-487-2103**

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**From:** Williams, Molly  
**Sent:** Friday, September 01, 2017 11:14 AM  
**To:** Roache, Brendan <[Roache.Brendan@epa.gov](mailto:Roache.Brendan@epa.gov)>; Humes, Hamilton <[Humes.Hamilton@epa.gov](mailto:Humes.Hamilton@epa.gov)>; Jones-Peeler, Meshell <[Jones-Peeler.Meshell@epa.gov](mailto:Jones-Peeler.Meshell@epa.gov)>  
**Cc:** Wilbur, Jennifer <[Wilbur.Jennifer@epa.gov](mailto:Wilbur.Jennifer@epa.gov)>; EOC Finance <[EOC\\_Finance@epa.gov](mailto:EOC_Finance@epa.gov)>; Guarneiri, Lisa <[Guarneiri.Lisa@epa.gov](mailto:Guarneiri.Lisa@epa.gov)>; Keene, Jennifer <[keene.jennifer@epa.gov](mailto:keene.jennifer@epa.gov)>  
**Subject:** RE: HQ MA for the FEMA ESF-10 desk  
I see 33 of them set up...but I don't see yours...the DE00HVY. Our office can only set up the reimbursable orgn codes...I'm assuming OB has been setting up the ones for appropriated. There is an email that Hamilton sent Wednesday which has the form to fill out for the HVY codes to be added...it goes to Derek Chin, Christina Ertel, Kelly Siegel, and Hamilton Humes. I'll resend to you so you don't have to search for it.

Molly  
Molly Williams, Supervisor  
Reimbursable Branch  
US EPA/OCFO/OC/CFC/RB  
26 W MLK Drive, MS-002  
Cincinnati, OH 45268  
513-487-2076  
513-487-2063 (fax)

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**From:** Roache, Brendan  
**Sent:** Friday, September 01, 2017 11:05 AM  
**To:** Williams, Molly <[williams.molly@epa.gov](mailto:williams.molly@epa.gov)>; Humes, Hamilton <[Humes.Hamilton@epa.gov](mailto:Humes.Hamilton@epa.gov)>; Jones-Peeler, Meshell <[Jones-Peeler.Meshell@epa.gov](mailto:Jones-Peeler.Meshell@epa.gov)>  
**Cc:** Wilbur, Jennifer <[Wilbur.Jennifer@epa.gov](mailto:Wilbur.Jennifer@epa.gov)>; EOC Finance <[EOC\\_Finance@epa.gov](mailto:EOC_Finance@epa.gov)>; Guarneiri, Lisa <[Guarneiri.Lisa@epa.gov](mailto:Guarneiri.Lisa@epa.gov)>; Keene, Jennifer <[keene.jennifer@epa.gov](mailto:keene.jennifer@epa.gov)>  
**Subject:** RE: HQ MA for the FEMA ESF-10 desk  
Thanks! We do not need it today since there was an early closeout in PPL due to the Holiday. Have the HVY org codes been added to Compass?

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**From:** Williams, Molly  
**Sent:** Friday, September 01, 2017 10:29 AM  
**To:** Roache, Brendan <[Roache.Brendan@epa.gov](mailto:Roache.Brendan@epa.gov)>; Humes, Hamilton <[Humes.Hamilton@epa.gov](mailto:Humes.Hamilton@epa.gov)>; Jones-Peeler, Meshell <[Jones-Peeler.Meshell@epa.gov](mailto:Jones-Peeler.Meshell@epa.gov)>  
**Cc:** Wilbur, Jennifer <[Wilbur.Jennifer@epa.gov](mailto:Wilbur.Jennifer@epa.gov)>; EOC Finance <[EOC\\_Finance@epa.gov](mailto:EOC_Finance@epa.gov)>; Guarneiri, Lisa <[Guarneiri.Lisa@epa.gov](mailto:Guarneiri.Lisa@epa.gov)>; Keene, Jennifer <[keene.jennifer@epa.gov](mailto:keene.jennifer@epa.gov)>  
**Subject:** RE: HQ MA for the FEMA ESF-10 desk  
We will assign a unique reimbursable account number...under D3E...so anyone (even from the regions) that comes to the EOC will need to use that line of accounting...I included Jennifer Keene on this email, she will assign the account number and get it in compass.  
Please note – normally there is some job that runs overnight that uploads the orgn code in Peopleplus, so if you are needing it today, you may need to coordinate with OTS to see if it can be loaded into Peopleplus ASAP once we have it in compass.

Thanks,  
Molly  
Molly Williams, Supervisor  
Reimbursable Branch  
US EPA/OCFO/OC/CFC/RB  
26 W MLK Drive, MS-002  
Cincinnati, OH 45268  
513-487-2076  
513-487-2063 (fax)

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**From:** Roache, Brendan  
**Sent:** Friday, September 01, 2017 10:19 AM

**To:** Williams, Molly <[williams.molly@epa.gov](mailto:williams.molly@epa.gov)>; Humes, Hamilton <[Humes.Hamilton@epa.gov](mailto:Humes.Hamilton@epa.gov)>; Jones-Peeler, Meshell <[Jones-Peeler.Meshell@epa.gov](mailto:Jones-Peeler.Meshell@epa.gov)>  
**Cc:** Wilbur, Jennifer <[Wilbur.Jennifer@epa.gov](mailto:Wilbur.Jennifer@epa.gov)>; EOC Finance <[EOC\\_Finance@epa.gov](mailto:EOC_Finance@epa.gov)>; Guarneiri, Lisa <[Guarneiri.Lisa@epa.gov](mailto:Guarneiri.Lisa@epa.gov)>

**Subject:** RE: HQ MA for the FEMA ESF-10 desk

Thanks. Yes, see below for what we submitted for the Harvey tracking codes (btw, are these in Compass, yet?). Also, we have an employee from Region 2 and another from Region 3 that are here in DC to take shifts at the FEMA response center. Would you need the Regional codes, too?

BFY	ORG Code	Name	Short name	Cost ORG	Usage	RPIO (Org Cat)	Allowance Holder (Org Class)	RC (Org Group)	Sub RC (Org Type)
2017	D300HVV	OEM - Harvey	D3 - HVY	N	E	75	D3	D3	D300HVV
20172018	D300HVV	OEM - Harvey	D3 - HVY	N	E	75	D3	D3	D300HVV

**From:** Williams, Molly

**Sent:** Friday, September 01, 2017 10:14 AM

**To:** Roache, Brendan <[Roache.Brendan@epa.gov](mailto:Roache.Brendan@epa.gov)>; Humes, Hamilton <[Humes.Hamilton@epa.gov](mailto:Humes.Hamilton@epa.gov)>; Jones-Peeler, Meshell <[Jones-Peeler.Meshell@epa.gov](mailto:Jones-Peeler.Meshell@epa.gov)>

**Cc:** Wilbur, Jennifer <[Wilbur.Jennifer@epa.gov](mailto:Wilbur.Jennifer@epa.gov)>

**Subject:** RE: HQ MA for the FEMA ESF-10 desk

Yes, we received it from EOC this morning...we need the AH/RC that will be managing this...is it D3E?

Molly

Molly Williams, Supervisor

Reimbursable Branch

US EPA/OCFO/OC/CFC/RB

26 W MLK Drive, MS-002

Cincinnati, OH 45268

513-487-2076

513-487-2063 (fax)

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**From:** Roache, Brendan

**Sent:** Friday, September 01, 2017 10:09 AM

**To:** Humes, Hamilton <[Humes.Hamilton@epa.gov](mailto:Humes.Hamilton@epa.gov)>; Jones-Peeler, Meshell <[Jones-Peeler.Meshell@epa.gov](mailto:Jones-Peeler.Meshell@epa.gov)>; Williams, Molly <[williams.molly@epa.gov](mailto:williams.molly@epa.gov)>

**Cc:** Wilbur, Jennifer <[Wilbur.Jennifer@epa.gov](mailto:Wilbur.Jennifer@epa.gov)>

**Subject:** FW: HQ MA for the FEMA ESF-10 desk

Hi,

In case you don't have this.....Here is the Mission Assignment for EPA to work at the FEMA operations center. This needs to get added into Compass, so the employees can charge to it.

Thank you.

Brendan Roache

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**From:** Guarneiri, Lisa

**Sent:** Friday, September 01, 2017 10:06 AM

**To:** Roache, Brendan <[Roache.Brendan@epa.gov](mailto:Roache.Brendan@epa.gov)>

**Subject:** HQ MA for the FEMA ESF-10 desk

B

Here is a copy of the MA.

Lisa Guarneiri  
Office of Emergency Management  
Washington, DC  
202.564.7997

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
MISSION ASSIGNMENT (MA)**

See Reverse for Paperwork  
Burden Disclosure Notice

**O.M.B. NO. 1660-0047  
Expires March 31, 2014**

**I. TRACKING INFORMATION (FEMA Use Only)**

State TX (Texas) Incident:2017082301-Hurricane Harvey	NEMIS Number 1860-285941
Program Code/Event Number 4332DR-TX: HURRICANE HARVEY	Date/Time Received 08/28/2017 04:55

**II. ASSISTANCE REQUIRED**

☐ See Attached

Assistance Requested  
Activate EPA to NRCC to support FEMA response operations.

Delivery Location NRCC, 500 C St. SW Washington, DC 20472	Internal Control Number RRF# 1860-285941	Date/Time Required 08/25/2019
Initiator/Requestor Name Arnie Gonzalez	24 Hour Phone Number (202) 340-5875	Email Address ricky.ziebart@fema.dhs.gov
Site POC Name ZIEBART, RICKY LYNN	24 Hour Phone Number (301) 209-4936	Date 08/28/2017
* State Approving Official (Required for DFA and TA)		Date

**III. INITIAL FEDERAL COORDINATION (Operations Section)**

Action to:	<input checked="" type="checkbox"/> ESF #: 10	Date/Time 08/28/2017 04:42	Priority	<input type="checkbox"/> 1. Lifesaving	<input checked="" type="checkbox"/> 3. High
	<input type="checkbox"/> Other:			<input type="checkbox"/> 2. Life sustaining	<input type="checkbox"/> 4. Medium

**IV. DESCRIPTION (Assigned Agency Action Officer)**

☐ See Attached

Statement of Work  
As directed by and in coordination with FEMA, Environmental Protection Agency (EPA) will provide appropriate personnel to NRCC to support FEMA response operations.

Your agency must validate the unliquidated MA balance at least annually as stipulated by FEMA to maintain reimbursable authority. Accrual data must also be provided to FEMA no later than the third business day after fiscal quarter end close. Information can be submitted FEMA-Disaster-MA-ULO@DHS.gov

Assigned Agency EPA (ENVIRONMENTAL PROTECTION AGY)	Projected Start Date 08/25/2017	Projected End Date 09/01/2017
<input checked="" type="checkbox"/> New or <input type="checkbox"/> Amendment to MA #:	Total Cost Estimate \$10,000.00	
ESF/OFA Action Officer PETER OH	Phone No. (202) 564-3850	Email

**V. COORDINATION (FEMA Use Only)**

Type of MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Share (0%)	<input checked="" type="checkbox"/> Federal Operations Support State Share (0%)
State Cost Share Percent	0.0 %	State Cost Share Amount: \$ 0.00	
Fund Citation:	2017-06-4332DR-9064-XXXX-2501-D		
Mission Assignment Manager (Preparer)	AVA HAMMOND		Date 08/28/2017
** FEMA Project Manager/Branch Director (Program Approval)	RICKY ZIEBART		Date 08/28/2017
** Comptroller/Funds Control (Funds Review)	BROMLEY-WENGER, STACY A.		Date 08/28/2017

**VI. APPROVAL**

*State Approving Official (required for DFA and TA):	Date
**Federal Approving Official (required for all): BENJAMIN MONCARZ	Date 08/28/2017

**VII. OBLIGATION (FEMA Use Only)**

Mission Assignment Number 4332DR-TX-EPA-02	Amount This Action \$ 10,000.00	Date/Time Obligated 08/28/2017
Amendment Number 00	Cumulative Amount \$ 10,000.00	Initials: IFMIS

\* Signature required for Direct Federal Assistance and Technical Assistance MAs.  
\*\* Signature required for all MAs.

### **Additional Mission Statement**

Funding for EPA command center(s), if authorized by FEMA, will be provided under a separate MA.

All purchases and expenditures must be coordinated with FEMA. Prior approval, from the Federal Approving Official (FAO), is necessary to ensure reimbursement. Agencies will be reimbursed for all eligible expenses pursuant to 44 CFR 206.8, ???Reimbursement of Other Federal

Agencies.???

Mission Assignment Task Orders (MATOs) may be issued for specific personnel, requirements, locations, dates, and duration of assignments.

The mission-assigned agency is responsible for ensuring that all activity is properly authorized, goods are received, services are provided, and that costs are reasonable and supported by documentation maintained by the respective agencies.

## PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 3 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0047). **Note: Do not send your completed form to this address.**

## INSTRUCTIONS

Items on the Mission Assignment (MA) form that are not listed are self-explanatory.

### I. TRACKING INFORMATION. Completed by Action Tracker or other Operations staff. Required for all request.

State: If multi-State, choose State most likely to receive resource(s), (i.e., when using 7220-SU Program Code)

Action Request No.: Based on chronological log number. Used for tracking.

Program Code/Event No.: The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.

### II. ASSISTANCE REQUESTED. Complete by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables or simply state the problem.

Internal Control No.: Internal requestor reference, log, or control number, if applicable.

Initiator/Requestor: The initiator may be an individual filling out the mission assignment and making a request on behalf of the POC.

POC Name: The person coordinating reception and utilization of the requested resources. 24-hour contact information required.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work and agrees to pay cost share if any.

### III. INITIAL FEDERAL COORDINATION. Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of MA used only if solution to request Federal agency to perform reimbursable work under (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.

### IV. DESCRIPTION. Completed by assigned agency Action Officer.

Statement of Work: Description steps to complete the request. Include discussion of personnel, equipment; sub tasked agencies, contracts and other resources required. This can be provided as an attachment.

Assigned Agency: Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if applicable. Example; DOT-FAA, COE-SAD.

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.

### V. COORDINATION. Completed by MAM, except for Project Manager and Comptroller signatures. Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

### VI. APPROVAL. Completed by State Approving Official and Federal Approving Official.

### VII. OBLIGATION. Completed by Financial Specialist

Mission Assignment No.: Assigned in FEMA financial system chronologically using assigned agency acronym and two digit number.

Amendment No.: Note supplement number. For example: COE: SAD-01, Supp. 1, or DOR-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

Cumulative Amount: Cumulative amount for this MA, including amendments.